

## Partner Portal WITS.Idaho.gov — Navigation Guidance



### Logging In

The WITS Help Desk (“WHD”) has created a “partner portal” with restricted access to partners only. Providers will not have access to the portal. The webmaster for the WITS website is creating logins based on the information provided by each partner. Each user who requested access will receive an email from the Department of Health and Welfare webmaster with login information. This email should be retained by each user.

1) Type into the address bar: **wits.idaho.gov.**



2) Click on the “Login to Partner Portal” button.

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3) Login using the user name and password provided in the email provided to you. After your initial login, the system will prompt you to create a new password.

This screenshot shows the 'Account Login' section of the Idaho WITS Home page. A red rectangle highlights the 'Username:' and 'Password:' input fields, the 'Login' button, and the 'Remember Login' checkbox. A red circle with the number '3' and an arrow points to this highlighted area. Below the login fields is a 'Retrieve Password' button. The page header includes 'Idaho WITS Home' and a breadcrumb trail 'You are here: Login'.

### Navigation

4) Select the 'tab' to view content for Announcements, the Idaho WITS User Group, the WITS Governance Council, Forms and release notes in WITS.

This screenshot shows the 'WITS Partners Portal' page. At the top, there are 'Help Desk' and 'Training' buttons. Below them is a notification bar. A red circle with the number '4' points to a set of tabs: 'Announcements', 'IWUG', 'WGC', 'Forms', and 'Release Notes'. The 'Announcements' tab is selected. Below the tabs, the 'Announcements' section displays a welcome message dated 7/1/2015. On the left side of the page is a navigation pane with a list of links. A red circle with the number '5' points to the 'WITS Partner Portal' link in this list. The page header includes 'Idaho WITS Home' and a breadcrumb trail 'You are here: Idaho WITS Home > Announcements > WITS Partner Portal'.

5) If you navigate away from the partner portal to another screen in WITS.Idaho.gov, select the link on the navigation pane for the 'WITS Partner Portal'. This link will return you to the main Partner Portal Page.

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### Logging Off

6) To Log-off, select the X button at the top right hand corner of the screen to close the window.

